



**SOUTHERN LUZON STATE UNIVERSITY**  
Human Resource Management Office

**NOTICE OF VACANT POSITIONS**  
**For Non - Teaching**

This Office hereby announces the following vacant positions, to wit:

POSITION TITLE : **MEDICAL OFFICER III**  
NO. OF VACANCIES : 1  
SG : 21  
MONTHLY SALARY : 73,303.00  
PLANTILLA ITEM NO. : SLPBC-MDOF3-1-1998  
PLACE OF ASSIGNMENT : SLSU LUCBAN - UHS

**MINIMUM QUALIFICATIONS:**

EDUCATION : Doctor of Medicine (M.D.) degree  
EXPERIENCE : None required  
TRAINING : None required  
ELIGIBILITY : RA 1080 – Physician’s license  
COMPETENCY : Managing clinical duties, shifts, emergencies, and health programs, conducting clinical studies, analyzing data, and preparing reports and understanding and enforcing public health laws and organizational procedures

POSITION TITLE : **LEGAL ASSISTANT III**  
NO. OF VACANCIES : 1  
SG : 14  
MONTHLY SALARY : 38,764.00  
PLANTILLA ITEM NO. : SLPBC-LEA3-35-2022  
PLACE OF ASSIGNMENT : SLSU LUCBAN - LEGAL OFFICE

**MINIMUM QUALIFICATIONS:**

EDUCATION : Bachelor’s degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses  
EXPERIENCE : 1 year of experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research  
TRAINING : 8 hours of training relevant to legal work such as legal, ethics, legal research and writing, or legal procedure  
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility  
COMPETENCY : Excellent written and verbal communication skills; Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the interne

POSITION TITLE : **ACCOUNTANT I**  
NO. OF VACANCIES : 1  
SG : 12  
MONTHLY SALARY : 33,947.00  
PLANTILLA ITEM NO. : SLPBC-A1-1-2001  
PLACE OF ASSIGNMENT : SLSU LUCBAN - ACCOUNTING OFFICE

**MINIMUM QUALIFICATIONS:**

EDUCATION : Bachelor’s degree in Commerce or Business Admin major in Accounting  
EXPERIENCE : None required  
TRAINING : None required  
ELIGIBILITY : RA 1080 (Certified Public Accountant)  
COMPETENCY : With knowledge on government accounting; With work experience in government accounting; Computer literate

**POSITION TITLE** : **ACCOUNTANT II**  
**NO. OF VACANCIES** : **1**  
**SG** : **16**  
**MONTHLY SALARY** : **45,694.00**  
**PLANTILLA ITEM NO.** : **SLPCB-A2-19-2022**  
**PLACE OF ASSIGNMENT** : **SLSU TAGKAWAYAN - ACCOUNTING OFFICE**

**MINIMUM QUALIFICATIONS:**

**EDUCATION** : Bachelor's degree in Commerce or Business Admin major in Accounting  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : RA 1080 (Certified Public Accountant)  
**COMPETENCY** : With knowledge on government accounting; With work experience in government accounting; Computer literate

**POSITION TITLE** : **ADMINISTRATIVE OFFICER IV**  
**NO. OF VACANCIES** : **1**  
**SG** : **15**  
**MONTHLY SALARY** : **42,178.00**  
**PLANTILLA ITEM NO.** : **SLPCB-ADOF4-18-2022**  
**PLACE OF ASSIGNMENT** : **SLSU TAGKAWAYAN - BUDGET OFFICE**

**MINIMUM QUALIFICATIONS:**

**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility  
**COMPETENCY** : Familiar on government accounting and budgeting; Computer literate

**POSITION TITLE** : **ADMINISTRATIVE OFFICER IV**  
**NO. OF VACANCIES** : **1**  
**SG** : **15**  
**MONTHLY SALARY** : **42,178.00**  
**PLANTILLA ITEM NO.** : **SLPCB-ADOF4-17-2004**  
**PLACE OF ASSIGNMENT** : **SLSU TAGKAWAYAN - HRMO**

**MINIMUM QUALIFICATIONS:**

**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : 1 year of relevant experience  
**TRAINING** : 4 hours of relevant training  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility  
**COMPETENCY** : With adequate knowledge in HR processes/ operations in SUCs

**POSITION TITLE** : **GUIDANCE COUNSELOR III**  
**NO. OF VACANCIES** : **1**  
**SG** : **13**  
**MONTHLY SALARY** : **36,125.00**  
**PLANTILLA ITEM NO.** : **SLPCB-GUIDC3-1-2001**  
**PLACE OF ASSIGNMENT** : **SLSU TAGKAWAYAN**

**MINIMUM QUALIFICATIONS:**

**EDUCATION** : Master's degree in Guidance and Counseling  
**EXPERIENCE** : None required  
**TRAINING** : None required  
**ELIGIBILITY** : RA 1080 (Guidance Counselor)  
**COMPETENCY** : Skills and knowledge in counselling various types of clients and in different guidance activities and interventions

POSITION TITLE : GUIDANCE COUNSELOR I  
NO. OF VACANCIES : 1  
SG : 11  
MONTHLY SALARY : 31,705.00  
PLANTILLA ITEM NO. : SLPBCB-GUIDC1-1-2001  
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN

MINIMUM QUALIFICATIONS:

EDUCATION : Master's degree in Guidance and Counseling  
EXPERIENCE : None required  
TRAINING : None required  
ELIGIBILITY : RA 1080 (Guidance Counselor)  
COMPETENCY : Skills and knowledge in counselling various types of clients and in different guidance activities and interventions

Applicants should submit within ten (10) calendar days from the date of its publication to the Human Resource Management Office at the 2nd Floor of SLSU Administration Building, Lucban, Quezon or at the HR Office Administration Building SLSU- JGE Campus Brgy. Rizal, Tagkawayan , Quezon hardcopies of the following requirements:

1. Letter stating the specific position applied for;
2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture
3. Copy of the latest Performance Rating (if applicable);
4. Certified True Copy of the following:
  - \* Certificate of Eligibility or License;
  - \* Transcript of Records
  - \*Diploma
  - \* Certificate of Employment with actual duties and responsibilities and/or job Description;
  - \*Certificate of Training or seminar attended
  - \*Work Experience Sheet (WES) CS Form No. 212

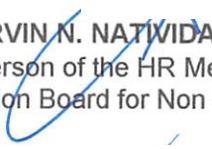
Applications with incomplete requirements shall not be entertained.

**SOUTHERN LUZON STATE UNIVERSITY observes the "EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)".**

All applicants are welcome to apply regardless of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, and indigenous cultural affiliation.

Prepared by:

MARGARITA L. PLACINO, MPA  
Director HRMO

Recommendation Approval: 

ARVIN N. NATIVIDAD, DIT  
Chairperson of the HR Merit, Selection and  
Promotion Board for Non - Teaching Personnel

Approved

FREDERICK I. VILLA, DT  
University President

FEB 02 2026

Date of Posting